

# VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

August 1, 2000

## **Automation Support Specialist/Sr. Automation Support Specialist #00-14**

**POSITION OVERVIEW:** The U.S. District Court for the District Of Columbia has an immediate job opening for a Automation Support Specialist/Sr. Automation Support Specialist. The qualified applicant will perform such duties that may include, but are not limited to: supporting local area network and electronic mail systems, assist in maintaining court-wide web site and intranet, including interfaces with existing and proposed databases throughout the court, customizing HTML, C, perl and Java programs for local needs; and preparing and maintaining documentation for local programs. Ability to evaluate current workflow for administration and make recommendations for improvement. Experience with UNIX, SQL and INFORMIX highly desirable. Strong communication and project management skills essential. In addition, this position provides general office automation support, including diagnosing and troubleshooting network and PC software and hardware technical problems, configuring and supporting a variety of hardware and application software, and performing other user support functions.

**JOB REQUIREMENTS:.** A thorough knowledge of the technical aspects, terminology, practices and procedures relating to computers systems, equipment and software particularly as it relates to networking. Ability to interpret a variety of technical information and deal with several abstract and concrete variables. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. The ability to establish and maintain effective working relations with people and to work cooperatively with groups. The ability to exercise mature judgment.

**CLASSIFICATION LEVEL/SALARY:.** CL-27/28 (\$34,165-\$66,594); subject to work experience, salary history. All new employees must satisfactorily complete a twelve-month probationary period. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**APPLICATION PROCESS:** Send cover letter, including salary history, resume, and writing sample, to: Val Pulley, Clerk's Office, Room 1820, United States District Court for the District of Columbia, 333 Constitution Avenue, NW, Washington, DC 20001.

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

**IS AN EQUAL OPPORTUNITY EMPLOYER.**